

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
March 14, 2013**

PI-13-06

TO: Directors, County Social Service Boards
Regional Supervisors
Tribal Social Services
Division of Juvenile Services

FROM: Deb Lachenmeier, IV-E Eligibility and System Support Specialist

SUBJECT: Foster Care Application

PROGRAMS: IV-E Foster Care Eligibility, 447-10-30-05 (DJS)
IV-E Foster Care Eligibility, 447-10-40-10-05 (Tribal)

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

IV-E Foster Care Eligibility Policy number 447-10-30-05 is revised to the following:

When financial assistance is needed to provide foster care payments, the parent(s), person or agency legally responsible for the financial support of the foster child or children needing foster care will make application on [SFN 641](#), Title IV-E/Title XIX Application-Foster Care. The Division of Juvenile Services (DJS) is responsible to provide the county eligibility staff with all individual and family information (including copies of court orders, income, assets, determination of deprivation and other AFDC related requirements) regarding a child ~~as soon as an application is made for foster care maintenance payments~~ so a proper determination of Title IV-E eligibility may be made. ~~It is not the responsibility of the eligibility staff to secure all Title IV-E eligibility documentation. That is the responsibility of DJS.~~ The eligibility staff determines eligibility but DJS must provide the necessary documentation.

Every attempt should be made to provide the Administrative County with a timely application. Documentation needed to determine Title IV-E eligibility and reimbursability must be received by the Administrative County within 45-days of receiving the application for foster care. If the information is not received within 45-days, the application will be considered incomplete and closed. Retroactive payments in excess of 90 days are not allowed. For the purposes of initial payment, foster care

expenses in excess of 90 days from when all documents are received by the administrative county to determine eligibility would not be eligible for reimbursement.

IV-E Foster Care Eligibility Policy number 447-10-40-10-05 is revised to the following:

When Title IV-E financial assistance is needed to provide foster care payments, the parent(s), person or tribal agency legally responsible for the financial support of the foster child or children needing foster care will make application on [SFN 641](#), Title IV-E/Title XIX Application-Foster Care. The tribe is responsible to provide the county eligibility staff with all individual and family information (including copies of court orders, income, assets, determination of deprivation and other AFDC related requirements) regarding a child ~~as soon as an application is made for foster care maintenance payments~~ so a proper determination of Title IV-E eligibility may be made. ~~It is not the responsibility of the eligibility staff to secure all Title IV-E eligibility documentation. That is the responsibility of the tribe.~~ The eligibility staff determines eligibility, but the tribe must provide the necessary documentation. ~~A new application for foster care must be received by the financial county within 30 days of a foster care placement. In the case of Title IV-E children under custody of tribal social services, this refers to a foster care paid placement.~~

Every attempt should be made to provide the Administrative County with a timely application. Documentation needed to determine Title IV-E eligibility and reimbursability must be received by the Administrative County within 45-days of receiving the application for foster care. If the information is not received within 45-days, the application will be considered incomplete and closed. Retroactive payments in excess of 90 days are not allowed. For the purposes of initial payment, foster care expenses in excess of 90 days from when all documents are received by the administrative county to determine eligibility would not be eligible for reimbursement.